

~~CONFIDENTIAL~~

*Blotg 8 1/3-1*  
*furniture*  
DD/S 68-0714

12 February 1968

MEMORANDUM FOR THE RECORD

SUBJECT: Executive Furnishings

25X1 I called [ ] concerning his memorandum of 2 February 1968  
wherein he asks that we announce an austerity hold-the-line policy on the  
issuance of executive furnishings. I advised [ ] to follow the regulation 25X1  
25X1 [ ] on the unitized wood furniture and be very restrictive in the  
handling of executive furniture. If we are limited in the amount of furniture  
or there is a question as to the propriety of issuing executive furniture [ ] 25X1  
should refer the request to me. There will be no general announcement.  
We will let the policy evolve.

[ ] 25X1  
R. L. Bannerman  
Deputy Director  
for Support

Att.

Distribution:

Orig - DD/S Subject w/O DD/S 68-0571

1 - DD/S Chrono

DD/S 68-0571: Memo dtd 2 Feb 68 for DD/S fr DD/L

~~CONFIDENTIAL~~

Under 1  
Excluded from automatic  
downgrading and  
declassification



~~CONFIDENTIAL~~

22/5 68. 0571

2 FEB 1968

MEMORANDUM FOR: Deputy Director for Support

Dear Bob:

1. You will recall that at our meeting with the Executive Director on Tuesday, 30 January, we discussed, among other things, an austerity program in matters concerning executive furnishings. Reference was made to a new regulation on this subject as well as the previous regulation replaced by it. Attached for your information, and properly side-scored, is the appropriate subparagraph of both regulations.

2. We stand ready to implement all Agency policies but in this case we would appreciate, and I believe deserve, having this matter discussed at a 9:00 a.m. DCI Executive Meeting. May I submit for your consideration the following brief language which contains the substance of what I believe either you or Col. White should say:

In general connection with Presidential economy measures as well as in specific connection with implementing GSA directives and revised Agency regulations, the Director of Logistics has been requested to control the issuance of executive furniture and furnishings to only those individuals who meet current regulatory requirements. The appropriate Agency regulation [redacted] and I suggest you have your Heads of Offices and Divisions, as well as the supporting and administrative personnel, familiarize themselves with this specific regulatory revision. The Director of Logistics, as usual, will consider requests for exception based on the presentation of significant facts, but he is under injunction to "hold the line" on this matter.

25X1

25X1

2 Atts

[redacted]  
Deputy Director of Logistics

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

TAB

**CONFIDENTIAL**

**LOGISTICS**

1. Not used.

**m. EXECUTIVE FURNISHINGS.** This subparagraph prescribes Agency policy regarding the issue of executive furnishings.

- (1) **DEFINITION.** Executive furnishings are special types of office equipment which are higher in quality than normal issue and which are especially authorized for use by designated employees of the Agency.
- (2) **POLICY.** For reasons of economy, rugs, draperies, and other executive furnishings shall be issued only when justified by operational necessity. Each request must be signed by the Deputy Director or Head of Independent Office concerned and approved by the Deputy Director for Support.

**n. DISPOSITION OF EXCESS MATERIEL**

- (1) **ADMINISTRATIVE SUPPLIES AND EQUIPMENT AND OPERATIONAL SUPPLY ROOM MATERIEL.** Excess administrative supplies, equipment, and materiel originally obtained from the Building Supply Offices or from the Operational Supply Room shall be disposed of either by delivering the materiel to the Building Supply Officer or by requesting him to have the materiel removed.
- (2) **GENERAL OPERATIONAL MATERIEL.** Excess operational materiel obtained from sources other than the Operational Supply Room shall be returned to the Supply Division in accordance with instructions on the Headquarters Property Turn-In Document, Form 1707.
- (3) **ISSUE OF EXCESS PROPERTY WITHOUT CHARGE TO PROPERTY REQUISITIONING AUTHORIZATION.** Property determined by the Director of Logistics to be in excess of the Agency's needs may be issued without charge to the property requisitioning authorization provided (a) the cost of such property was not included in the operating budget or project approval and (b) the issuance of property declared excess is approved by the Chief, Supply Division, Office of Logistics.

**o. DISPOSITION OF ABANDONED PERSONAL PROPERTY**

- (1) Employees' personal property abandoned on Agency property in the United States will be turned over to the nearest General Services Administration installation for disposal, security permitting, if the owner fails to provide disposal instructions within 90 days after notification by the Operating Official or chief of the [ ] installation.
- (2) If the owner cannot be located by the Operating Official or chief of the [ ] installation or if it is not feasible to turn the property over to the General Services Administration, the Operating Official or chief of the [ ] installation will forward to the Office of Logistics a description of the property, its estimated value, and the last known whereabouts of the owner (or a statement to the effect that the owner is unknown). The Director of Logistics will investigate the matter and provide disposition instructions.
- (3) If such property is disposed of by sale, the proceeds will be treated as miscellaneous receipts for payment into the United States Treasury.
- (4) The above procedures do not apply to lost and found items of nominal value.

Revised: 27 December 1963 (164)

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

11

TAB

**CONFIDENTIAL**

**LOGISTICS**

l. Not used.

**m. EXECUTIVE FURNITURE AND FURNISHINGS**

- (1) Personnel occupying positions, grade GS-18 and above, or the equivalent thereto, and personnel located in the immediate suites of such officials are authorized the use of standard executive furniture and furnishings.
- (2) The following individuals are authorized the use of unitized wood office furniture and furnishings:
  - (a) Personnel occupying positions, grades GS-15, GS-16, and GS-17, or the equivalent thereto;
  - (b) Personnel located in the immediate offices of officials occupying positions, grades GS-16 and GS-17; and
  - (c) The immediate secretaries of personnel in grades GS-15 when located in the same room.
- (3) Requests for executive and unitized wood office furniture and furnishings, accompanied by a certification of eligibility signed by a senior official of the component involved, shall be submitted to the Logistics Services Division for approval of Director of Logistics.
- (4) Requests for exceptions to the above policy must be approved by the Deputy Director for Support.

**n. DISPOSITION OF EXCESS MATERIEL**

- (1) **ADMINISTRATIVE SUPPLIES AND EQUIPMENT AND OPERATIONAL SUPPLY ROOM MATERIEL.** Excess administrative supplies, equipment, and materiel originally obtained from the Building Supply Offices or from the Operational Supply Room shall be disposed of either by delivering the materiel to the Building Supply Officer or by requesting him to have the materiel removed.
- (2) **GENERAL OPERATIONAL MATERIEL.** Excess operational materiel obtained from sources other than the Operational Supply Room shall be returned to the Supply Division in accordance with instructions on the Headquarters Property Turn-In Document, Form 1707.
- (3) **ISSUE OF EXCESS PROPERTY WITHOUT CHARGE TO PROPERTY REQUISITIONING AUTHORIZATION.** Property determined by the Director of Logistics to be in excess of the Agency's needs may be issued without charge to the property requisitioning authorization provided (a) the cost of such property was not included in the operating budget or project approval and (b) the issuance of property declared excess is approved by the Chief, Supply Division, Office of Logistics.

**o. DISPOSITION OF ABANDONED PERSONAL PROPERTY**

- (1) Employees' personal property abandoned on Agency property in the United States will be turned over to the nearest General Services Administration installation for disposal, security permitting, if the owner fails to provide disposal instructions within 90 days after notification by the Operating Official or chief of the [ ] installation.
- (2) If the owner cannot be located by the Operating Official or chief of the [ ] installation or if it is not feasible to turn the property over to the General Services Administration, the Operating Official or chief of the [ ] installation will forward to the Office of Logistics a de-

Revised: 12 January 1968 (370)

**CONFIDENTIAL**

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

11